

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: Library Technician #489, BWT 1-4
Announcement No: A-03-091
Employment Type: Permanent –Full Time position
Base Pay: BWT 1-4: 185,600 yen per month or above (LAD: 2)
Location: Shirley Lanham Elementary School
Work Schedule: 40 HRS/WK (Mon - Fri / 0700-1600)
Open: 07/15/03
Cut Off: 1st Cut Off: 07/22/03 (Subsequent cut off every Tuesday)
Close Date: Open until filled
Area Of Consideration: Current USFJ Employees and Off Base Applicants

MAJOR DUTIES: The position is located in the Information Center of the Shirley Lanham Elementary School, Atsugi. Assists students and teachers in locating desired material and monitors students, gathers materials for specific classroom units of study, sets up special checkouts, assists in procuring and/or copying CD's, videos, and audio-visual (AV) software for circulation and schedules use of videos, digital cameras and video camera equipment. Responsible to set up audio-visual (AV) equipment, and computer hardware and software and performs equipment repairs and routine maintenance. Monitors circulation files and instructs students and parent volunteers in the use of Information Center resources. Assists the Information specialist and/or staff in development and display of bulleting boards and other Information Center displays. Prepares materials orders, assists in processing new materials, i.e., assign and inputs catalog numbers and prints and applies labels or bar codes. Maintains a list of new acquisitions and an updated listing of outstanding requests. Assists in monitoring supply listing and expenditures. Assists in cataloging materials and inputs into the Library World System Software Program. Performs other related or incidental duties as assigned to include assisting in the school office with Master Labor Contract (MLC) personnel concerned, office procedures and school registration in the office in the official absence of the School Registrar.

OTHER WORK CONDITIONS:

- Position requires general typing skills and office suite computer knowledge (Word, Excel, Access, Power Point).
- Requires both English and Japanese fluency in writing, reading and speaking.

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.

HOW TO APPLY: Send only English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken 〒252-1101

NOTE:

- 1) Make sure you annotate “**Announcement No (A-02-091)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.